

Visitors to the School

Keeping the Children Safe

On arrival at the school visitors will press the buzzer.

This is answered by the member of staff in the Main Reception who will release the gate asking them to come into the Reception.

Arriving in the Foyer, **all visitors sign in**, specifying who they are here to see, and receive a **Manor Visitor lanyard** which must be worn at all times.

They will have their DBS / identity checked, and noted on the sign in record.

They are reminded of the need to sign out before they leave the premises for Health & Safety reasons.

Regular visitors to the school may also be wearing their own badges – Local Authority identification, Reading Volunteer badges, Governors.

The visitor waits in the Foyer or in the Reception area in the bottom hall until the person they are visiting arrives to collect them.

Regular, checked visitors may proceed straight to their duties e.g. reading / maths volunteers, students on short placements, LA support staff who work with individual children, music specialists.

We have DBS check data for all staff working within the school regularly, as held by their main organisation. Supply staff sent to the school will have had their DBS data emailed to the school before arrival.

Any visitor who is unknown to the school will be accompanied at all times, as will be any works people or delivery staff who are unlikely to have a DBS check.